

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6258 **TITLE:** DIGITAL PRINTING ANALYST **GRADE:** S-21

DEFINITION:

Under general supervision, provides network support and analysis for digital printing files from multiple platforms and software; delivers training programs and assists in curriculum related to digital printing; serves as liaison between Printing Services and DIT for digital printing network, hardware and systems applications; works with users to resolve printing application problems and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Manipulates customer digital files to offset and digital printing output devices in printing center;
Assists customers with document design and layout;
Oversees networking of customer electronic print jobs;
Creates postscript and/or PDF files for computer-to-plate and digital printing devices from customer electronic files;
Prepares variable data programmed in PostScript for various documents;
Programs data to ensure proper workflow of printing files to printing center;
Prepares analysis of various printing trends to evaluate equipment and staff needs;
Analyzes work procedures for accuracy and timeliness;
Participates in the creation, documentation and implementation of policies and procedures of the printing center;
Assists in making determinations and recommendations when adding new equipment;
Applies established priorities on customer requests;
Performs basic programming tasks to facilitate data access and storage for users;
Performs basic enhancement and documentation to existing digital programming;
Maintains oral and written communication with customer base and staff;
Provides on-line technical support to customer base;
Demonstrates efficient print queue management;
Tracks data using flow charts;
Assists manager in conducting workshops for agencies and staff training (external);
Conducts training sessions and cross training for other technical service positions to update and expand knowledge and skills (internal);
Provides guidance, training, and technical assistance to less experienced technicians;
Researches new digital print training technologies and technology-based training programs;
Provides back-up supervision and day-to-day oversight of related projects.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of software, networking, and preparing digital print files to apply toward printing and graphic applications;

Working knowledge of file, print and database servers related to digital and offset printing layouts, bindery, paper types, sizes, DPI (dot per inch)/line screen applications;

Extensive knowledge of Microsoft Word, Excel, PowerPoint, Publisher and PageMaker/InDesign;

Ability to program PostScript for variable data printing;

Considerable knowledge in document preflight (proper file preparation);

Comprehensive knowledge of printing industry practices and procedures;

Ability to establish and maintain effective business relationships;

Ability to prepare clear and concise reports and other informational material;

Ability to translate technical terminology into terms understandable to management and employees;

Ability to conduct research and keep abreast of new printing technologies;

Ability to perform basic personal computer troubleshooting;

Ability to supervise lower level technicians and shop operators;

Ability to supervise, guide and train less experienced technicians and shop operators;

Ability to communicate effectively, both orally and in writing;

Ability to work independently and as a member of a team;

Ability to present up-to-date training programs.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:

Completion of an associate's degree with course work in computer science or graphic arts; PLUS 3 years printing industry experience with digital background (e.g. digital document manipulation, preflighting, variable data programming) or equivalent experience in the graphic arts industry and related fields.

CERTIFICATES AND LICENSES REQUIRED:

None.

ESTABLISHED: January 3, 2006